

October 15, 2003

# RENEWAL NOTICE

TO: Licensed Pesticide Application Businesses

FROM: Thomas Benner, Pesticide Enforcement Manager

SUBJECT: Pesticide Application Business License (PABL) Renewal for 2004

Enclosed is your Pesticide Application Business License renewal application packet for 2004. To ensure continuity of your license, the renewal application must be submitted to MDA by December 31, 2003 when the 2003 license expires.

**PLEASE REFER TO THE YELLOW CHECKLIST FOR SPECIFIC INSTRUCTIONS  
FOR SUBMITTING THE RENEWAL.**

**NEW!**

The address label on the application has been revised to list those categories in which your firm was licensed in 2003. If you add a new category (i.e. not listed on the label), you are also required to return a completed Notarized Statement of Experience form (PI-217) for the added category. The categories will not be added to your license unless this form is **NOTARIZED** by a notary public and returned with the renewal application. NOTE: **Please check the boxes for all of the categories that you want for the 2004 license.**

The following deficiencies may delay or prevent your license from being issued; please read the checklist instructions carefully:

- Applicators with expired certification credentials: The licensing system is unable to issue your business license until the certification system has issued your certification card.
- Expired insurance coverage
- Missing and/or expired corporation, partnership, or assumed name documents

Please allow enough time for MDA to process both the certification credential(s) plus four to six weeks to process your business license. If you have any questions, please contact Rosemary Williams at (517) 335-4095. Business license application, forms and other information are available on the MDA website. Visit us at [www.michigan.gov/mda](http://www.michigan.gov/mda) and click on the Licensing, Certification, and Registration tab on the left side of the screen.

**Compliance  
Reminders!**

- It is a violation to continue to offer pesticide services after 12/31/03 until you have complied with the renewal requirements. This includes bidding on contracts for 2004.
- It is a violation for applicators to make applications without carrying their certification card/temporary credential (paperwork) with them
- Application records are now required to list the EPA Registration number of the product(s) applied.
- If you will not be renewing the license, please return the renewal application marking "DECLINE" in Item #2.

TB/rw